

Chapter 3

Updating User Contact Information

Instructions

User contact information can be viewed or updated by selecting “Contact...” under the “File” menu bar heading. (See exhibit 3-1). The contact information is applicable for all fund symbols that are associated with your user ID.

The contact information dialog box will be presented to you upon logon once per quarter and you are required to update it. It is important to keep the contact information up to date because this information is presented on reports to OMB and Treasury, and is used to produce mail, internet e-mail, and fax distribution lists to keep you informed. Sometimes the FACTS II systems administrators may need to contact you quickly. (See Exhibit 3-2.)

You can update the following parts of the user contact dialog box (these update-able fields are displayed in white):

- Phone Number, Fax Number and internet e-mail address
- Address, City, State, Zip Code
- Supervisor Name and Phone

You must contact FMS (see contacts appendix) to update the following parts of the user contact dialog box (these non-update-able fields are displayed in white):

- First and last names
- Agency and bureau names

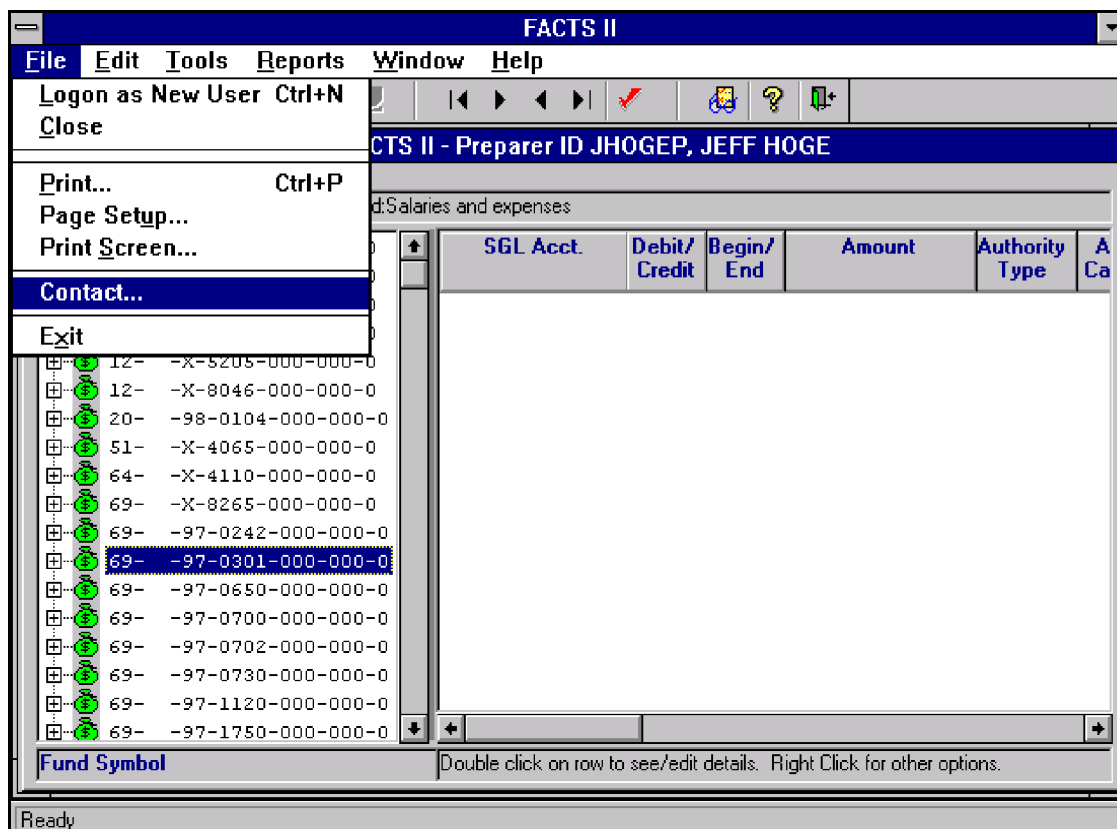


Exhibit 3-1 – View user contact information.

The screenshot shows the FACTS II - Contact window. The 'Contact Information' tab is selected. The form contains the following fields:

First Name:	CYRIL A.	Agency Name:	SUPREME COURT OF
Last Name:	DONNELLY	Bureau Name:	OFFICE OF THE MARSHAL
Contact Telephone:	(202) 989-8956	Address Line 1:	ONE FIRST ST., N.E.
Contact Telephone Ext:	12222	Address Line 2:	n/a
Supervisor Name:	R. U. Late	City:	WASHINGTON
Supervisor Phone:	(202) 479-3421	State:	DC
Supervisor Extension:	123	Zip Code:	20019-
Fax Number:	(202) 222-1515	Last Update:	6/2/98 14:37:00
Email Address:	Cyril.Donnelly@agency.gov		

On the right side of the window, there are three buttons: OK, Apply, and Cancel.

Exhibit 3-2 -- Keep user contact information up to date.